

Registering Interest in UNISON Courses Online

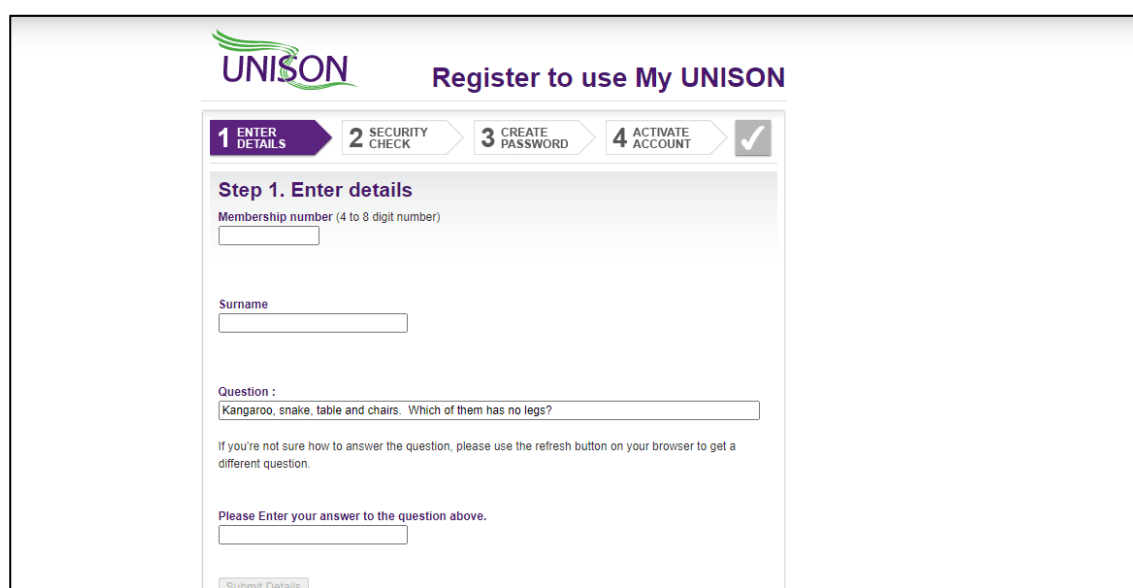
To access online registration of interest in UNISON's activist training please follow the directions below.

If you have any difficulty creating or accessing a MyUNISON account, please get in touch with UNISONdirect for assistance on 0800 0857 857 or via their online form at

<https://www.unison.org.uk/get-help/online-enquiries/>

If you experience any difficulties with submitting a registration once logged in to MyUNISON let us know at L.Organising@unison.co.uk

1. If you don't yet have a MyUNISON account, you'll need to create one by visiting <https://registration.unison.org.uk/registrationstep1.aspx> and following the instructions.



The screenshot shows the UNISON registration process. At the top, the UNISON logo is on the left and 'Register to use My UNISON' is on the right. Below this is a progress bar with four steps: 1 ENTER DETAILS (highlighted), 2 SECURITY CHECK, 3 CREATE PASSWORD, and 4 ACTIVATE ACCOUNT. The main content area is titled 'Step 1. Enter details' and contains the following fields: 'Membership number (4 to 8 digit number)' with an input box, 'Surname' with an input box, 'Question : Kangaroo, snake, table and chairs. Which of them has no legs?' with an input box, and 'Please Enter your answer to the question above.' with an input box. A 'Submit Details' button is at the bottom left.

If you already have an account just skip to step 2.

2. Go to <https://my.unison.org.uk/> to access the MyUNISON login screen. Enter your membership number and password.



The screenshot shows the My UNISON login screen. At the top, the UNISON logo is on the left and 'My UNISON' is on the right. The main content area is titled 'Please provide the following details' and contains the following fields: 'Membership number (4 to 8 digit number)' with an input box, and 'Password:' with an input box. Below these fields is a 'WARNING' section with the text: 'We take our members' online security very seriously. Therefore ONLY login and update your membership details via the UNISON website.'

3. When you have logged in click on the UNISON courses tab on the menu at the top left of the screen.

- You can search for a course using the fields provided or click on the course you're interested in if it's already displayed in the table.

UNISON Courses

My Details home
 Personal details
 UNISON details
UNISON courses
 My courses
 Help
 Contact
 Info. about me

Description: [Text Box]
 Course: [Text Box]
 Start Date: 18 / 06 / 2021
 End Date: [Dropdown]
 Course Events: All Courses

Search

Description	Course	Date(s)	Region
Advanced Law Contracts, Redundancy & TUPE Aug 21	Contracts Redundancy & TUPE Online	24/08/2021 - 27/08/2021	National

- Once you click on the course link the details page will appear with details of the course times, or modules where it is a multi-session course.

Register Interest in Contracts Redundancy & TUPE Online

Description: PILOT - INVITEES ONLY Contracts, Redundancy & TUPE
 Region: National
 Date(s): 24/08/2021 - 27/08/2021

Module(s):

No	Start Date	Start Time	End Date	End Time
1	24/08/2021	09:00	24/08/2021	13:00
2	25/08/2021	09:00	25/08/2021	13:00
3	26/08/2021	09:00	26/08/2021	13:00
4	27/08/2021	09:00	27/08/2021	13:00

[Next](#) [Back to UNISON Courses](#)

- Click Next which will take you to the My Course Requirements page to let us know if you have any special requirements

Register Interest in Learning in Local Government

Description: WEB - Learning in Local Gov - Region 3
 Region: Greater London Region
 Date(s): 06/04/2020

Module(s):

No	Start Date	Start Time	End Date	End Time
1	06/04/2020	09:00	06/04/2020	17:00

My Course Requirements

Access
 Creche/Carer
 Dietary

Dietary Requirement
 Vegetarian

[Complete Registration Interest](#) [Back to UNISON Courses](#)

When you've completed this section click on **Complete registration interest**

7. Your registration of interest will be passed to your branch for approval and an automated confirmation email sent to the preferred email address set up on your membership records (you can check this under **Personal details**)
8. Please take this opportunity to check the Personal Details section of your records to make sure it is complete and up to date.
9. Once you've registered your interest in a course it will appear under **My courses** alongside its status (whether it's been approved by branch and/or your place confirmed by the organisers)



Course Name	Status	Date(s)
New Course	Approved By Branch	15 Oct 2020 - 16 Oct 2020
Stewards - One Step Ahead	Place Confirmed	18 May 2006 - 06 Jul 2006

You have no completed courses to display.

10. You'll receive an email with an update when your branch either approves or disapproves your application, followed by joining instructions should you have a place on the course. If you experience any difficulty using the system or have any questions, please get in touch with us at L.Organising@unison.co.uk